

**Cabinet for Health and Family Services
Department for Medicaid Services**

**INSTRUCTION SHEET
FOR MAP 572
Private Auto Provider**

1. The applicant contacts the broker in order to make application.
2. The broker sends the applicant an application packet with the MAP 572.
3. The applicant completes the MAP 572 and returns it to the broker with the appropriate documentation (copies of driver license, insurance, and vehicle registration).
4. If the MAP 572 is not completed correctly, or if the appropriate documentation does not accompany the MAP 572, the broker returns it to the applicant for corrections.
5. Once the applicant makes the necessary corrections, he or she is to return the MAP 572 to the broker. The broker then forwards the application and documentation to the Office of Transportation Delivery.
6. The Office of Transportation Delivery (OTD) verifies the applicant has no criminal history by completing a background check. If the applicant has no criminal history, OTD staff sign and date the appropriate box on the MAP 572. If the applicant does have a criminal history the application is denied. A denial notice is sent to the applicant explaining the reason for the denial. This denial notice must contain appeal rights according to 907 KAR 1:563.
7. Once OTD signs off on the application, they forward it to First Health for imaging. First Health reviews the application and if it passes their inspection they forward it to the Department for Medicaid Services, Provider Enrollment.
8. Provider Enrollment reviews the application and approves it. It is then returned to First Health for assignment of a provider number. First Health sends the number to the applicant and the Office of Transportation Delivery 200 Mero Street, W3-10-01, Frankfort KY 40622.

